

OCPS AT Team Policy Transferring Device to Student Ownership

The AT Team with input from the school based IEP team may choose to transfer ownership of a dedicated Assistive Technology Device to a student under the following conditions:

- Graduating
- Transferring out of OCPS

This may be decided if the technology assigned to the student:

- Has been extensively customized for the student
- The device is greater than 3 years old, and may not be recycled to another student
- The student is graduating OCPS and requires the device to continue with post secondary training, work or higher education.

The parent will sign a prop 4 and “Memorandum of Agreement” if the student is over 18 and the parent does not have guardianship, the student may sign for the equipment. See attached samples.

The AT Team case manager will write a cover letter and attached the parent signed documents and send to the ESE Department Property Manager.

It will be marked on the AT Team base the equipment has been transferred to the student and taken off of inventory.

Orange County Public Schools – Assistive Technology Team
Memorandum of Agreement
Donation of Transitioning Assistive Technology Assigned to a Graduating Student

Section 274.05 Florida Statutes (F.S.) allows a government unit to surplus property that serves no useful function and may.... Offer surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies..”

As an alternative procedure, Section 274.06, F.S. allows property which serves no useful function and which is not otherwise lawfully disposed of, to be disposed of for a value to any person or government unity or if with our commercial value, to be donated.

DOE Technical Assistance Paper #312098 states that upon graduation of a technology dependent student, if the district no longer needs the equipment for the original program and if the equipment is purchased with Federal funds or general revenue funds, the equipment can be transferred to a supporting agency, family or to the student. This transfer can be a loan, gift , an agreement must be developed to transfer care, maintenance and upgrade responsibilities to the recipient.

This allows technology that is customized specifically for an individual and with out value to any other individual to be sold or donated to a support agency, family or student. (FA #, Devcie, Serial #) was purchased from IDEA funds (fund L2A). The device is greater then 6 years old, and has been extensively customized for him.

Effective immediately upon graduation acceptance of the donation of (FA #, Devcie, Serial #) all care, maintenance, and upgrade responsibilities are transferred from Orange County Public Schools to the recipient.

I accept the donations of (FA #, Devcie, Serial #) and understand that care, maintenance and upgrade responsibilities are also transferred to me, upon the graduation of the listed student.

Printed Name of Student

Printed Name of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of OCPS Representative

PROPERTY RECEIPT FORM

Orange County Public Schools

(To be submitted whenever property is transferred between OCPS work locations or donated by surplus)

FROM: Assistive Technology Team Center # 7401 Phone # 407-317-3505 CISCO #204-3504
 (School/Work Location)
 Approved for pickup/transfer by: Tami Folks Released by: Margaret Less
 (Property Custodian)

Reason for Transfer/turn-in:

- () Transfer To: _____ (OCPS Work Location Only) () Excess/Surplus to needs (Surplus Warehouse)
 () Technology Repair (Before cannibalization-asset must be declared beyond economic repair) () Other (Specify) _____
 () Temporary Loan To: _____ (X) Donation To: Dakota May
 () Official use at home/off site FROM DATE: _____ TO DATE: _____
 (Car or Homeowners Insurance may not include coverage for non-personal assets) For Use by Surplus Department Only

Quantity	FA# (Required for all Capital Assets)	Description	Serial # (Required when applicable for capital assets)	*Condition	Location
1	057994	Dynavox Series 4	DV4000365	fair	

Please understand that by signing this property receipt form you agree to accept responsibility for its care and safeguarding against loss, damage or undue depreciation as stated in Superintendent's document DID, Inventories. If, as a result of your negligence, school board equipment is lost, damaged or stolen, you agree to be responsible for replacing or repairing the equipment. You also agree to authorize the school board to deduct the cost of such replacement or repair from your paycheck if you fail to replace or repair the equipment to the satisfaction of the board. If you disagree with the determination of negligence you will be entitled to an appeal. The appeal decision shall be final.
 *Property Condition Codes: G = good, F = fair, P = poor/unserviceable, N = new

The person picking up the property will sign, date and leave the Goldenrod copy of this form with the school/department

Picked up by: _____ Date: _____
 Delivered to: _____ Date: _____
 Received by: X _____ Date: X _____

ID# _____

White - Property Department Copy

Pink - Surplus/Receiving Copy

Yellow - Transportation

Goldenrod - Originator

PROP-4

OCPS1038Acc (Revised 2/07)

Donation of Dynavox
Communication Device and
mount

TO: RUTHIE RIEDER, ESE SR. DIRECTOR
FROM: TAMI FOLKS
SUBJECT: ASSISTIVE TECHNOLOGY TRANSFER OF PROPERTY TO GRADUATING STUDENTS
DATE: 5/10/2012
CC: CHERIEE MOORE, SUSAN THOMAS

Attached is the Memorandum of Agreement for donation XXX , he graduating in June 2012. He has been using a device that was purchased greater than 6 years ago. The device has been extensively customized to meet his unique needs. If the device was to be returned to OCPS AT Team would be transferred to surplus. The devices are no longer under warranty, beyond to the end of its expected use expectancy,

It is has been recommended that these devices continue with the students to their post high school educational experiences. This can be done based on DOE TAP #312089.

Since these items have FA numbers they need to be removed from OCPS inventory. The needed paperwork is attached. And will need to go before the OCPS school board, to complete the process.